



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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Information Bulletin No. **CA-2007-018**

To: All Employees

From: DSD Support Services Division

Subject: Processing of Contracts and Agreements for the Remainder of FY2007 **DD: 7/13/07**

The purpose of this Information Bulletin is to confirm the deadline for submission of purchase requisitions (PRs) for contract and agreement requirements for action by the State Office Procurement Team.

The last date to submit PRs for contracts and/or agreements for FY 2007 is **July 13, 2007**. This is a procedure used in previous years and should be familiar to all resource personnel, technical personnel, and managers.

This deadline is required due to lead times essential for advertising and awarding the contract and/or agreement. Packages submitted after the deadline will be processed in the order received and may not be awarded in FY 2007. Please ensure that the advanced procurement plan has been updated for your requirements at or above \$25,000 for FY07. The website location is <http://bps.blm.gov>.

All questions regarding this IB may be addressed to Julia Lang, State Procurement Analyst at (916) 978-4527.

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